Private Investigators Licensing Board
Online Portal Instructions

Creating Your Account

- If you are a licensee or authorized user you would need to create an account on our Online Portal.

- Your previous username and password from our old database did not transfer over.

- This portal is only for LICENSEES.

- Work card holders DO NOT need to create an account to submit an application.

▶ HTTP://PILB.NV.GOV

If you already have an account skip to slide 10

Creating Your Account

- HTTP://PILB.NV.GOV

- Click on the <u>Online Portal</u> tab

Creating Your Account

- HTTP://PILB.NV.GOV

- Click on the Portal Login

- You can also find instructions on adding people to rosters, license renewals and portal login.
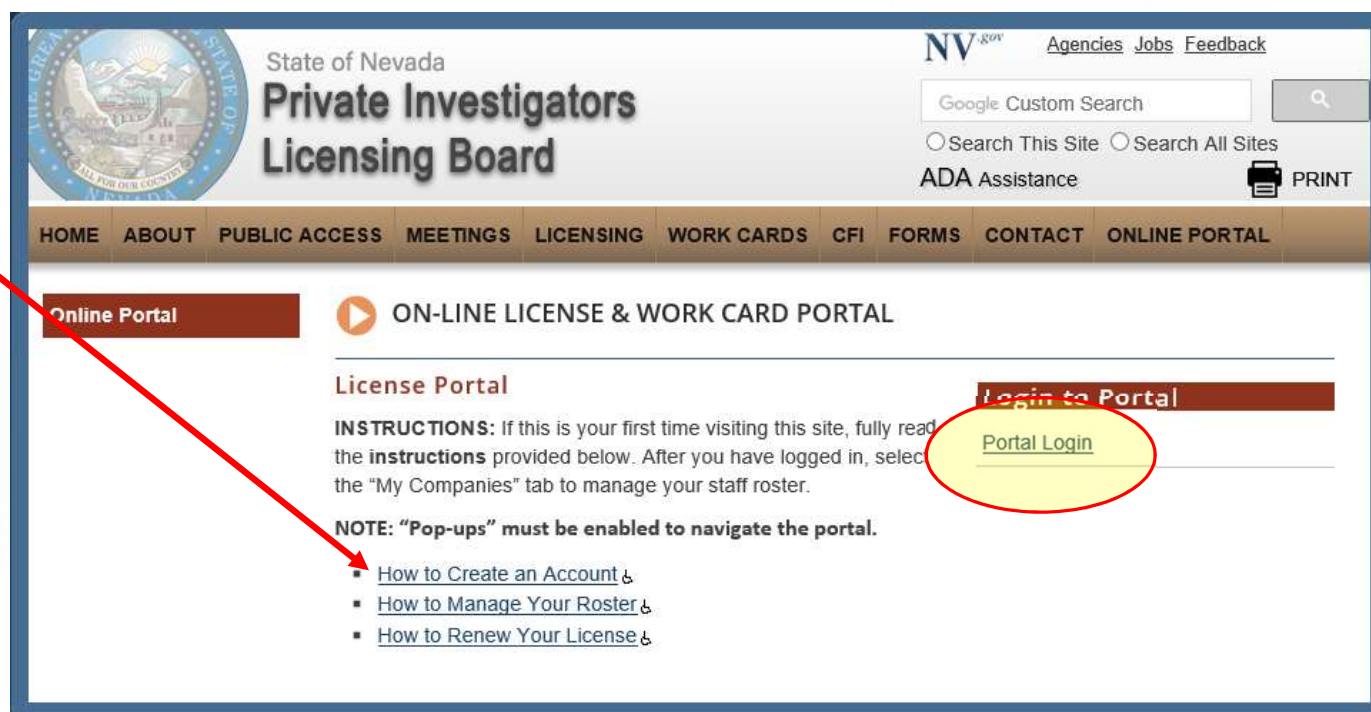
Creating Your Account

- Once you click on Portal Login, you will be taken to the following window.

- Start by choosing **Request Access to Site**

  - To Create an account if you have not done so already

Creating Your Account

- Fill in the information required
  - Designated with an asterisk
- DO NOT use dashes for Social Security Number

Create Account

E-mail address*

Password*

Verify Password *

First Name*

Last Name*

DOB (e.g. 01/01/1900) include the "/"*

Work Card/License #

SSN (e.g. 123456789) No Dashes*

Enter the characters.*

Submit

Creating Your Account

- Once you input your information it will bring you back to this page.

- DO NOT TRY TO LOG IN!
  - The system is set on a timer. You must **wait 30 minutes** before you can try logging in for the first time.

While you wait.....

While waiting 30 minutes we suggest taking the time to ENABLE POP UPS for our site. You will not be able to access our website if pop-ups are blocked.

ALLOW THIS WEBSITE: https://nevadapilb.onbaseonline.com/NevadaPILB/EAC/Account/Login.aspx
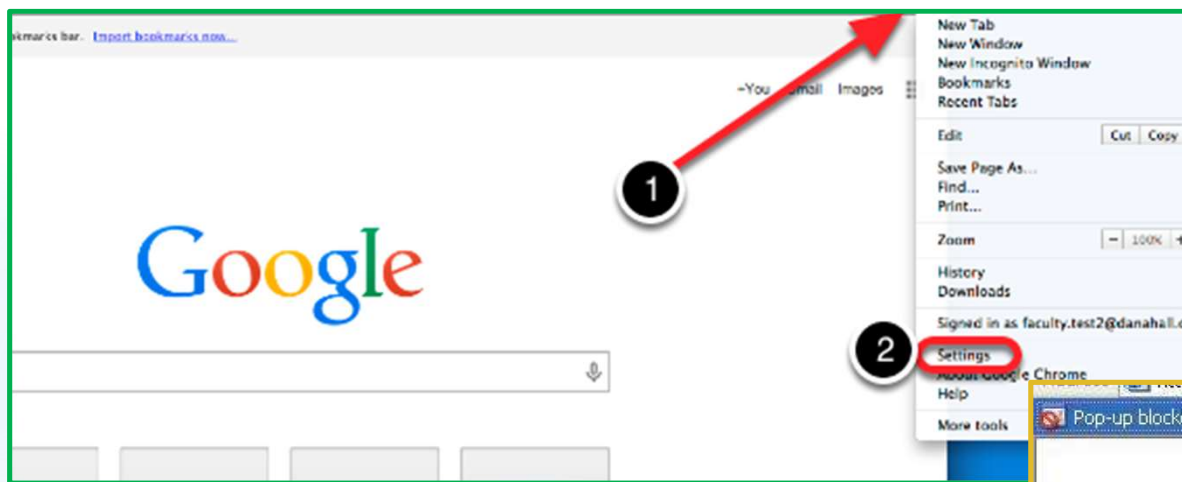
Each internet browser (Chrome, Internet Explorer, Safari, etc.) has their own way to **always allow** pop ups
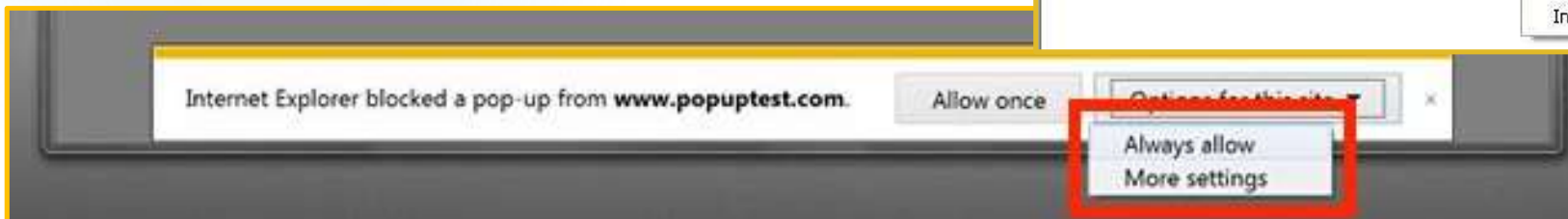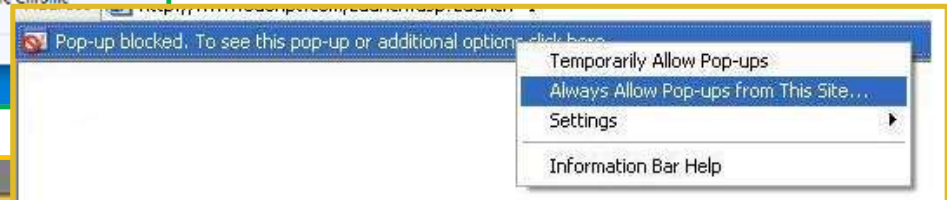
While you wait…..

Internet Explorer: **To turn Pop-up Blocker on or off**

- Open **Internet Explorer**, select the Tools button , and then select **Internet** options.

- On the Privacy tab, under **Pop**-**up Blocker**, select or clear the **Turn** on **Pop**-**up Blocker** check box, and then select OK

Chrome: **Turn pop-ups on or off**

- On your computer, open Chrome.

- At the top right, click More Settings.

- At the bottom, click Advanced.

- Under 'Privacy and security', click Content settings.

- Click Pop-ups and redirects.

- At the top, turn the setting to Allowed or Blocked.

Safari: Select "**Safari**" > "Preferences".

- Click on "Security" at the top of the window.

- Check the box "**Block pop-up windows**" to enable this feature. Uncheck it to **disable** it.

Mozilla Firefox: To access the pop-up blocker settings:

- Click the menu button   and choose Options. Preferences.

- Select the **Content** Privacy & Security panel.

- Under the **Pop-ups Permissions** section, uncheck the box next to **Block pop-up windows** to disable the pop-up blocker altogether

Firefox   Google Chrome   Microsoft Edge   Safari

Creating Your Account

After waiting 30 minutes

1. Ensure pop-ups are disabled for our site

2. Log in

1. Click on the **My Companies** tab

2. Then click on your Company listed below

A new window will open up display you companies information and address

Online Portal

We are asking all licensees **update their mailing and physical address**

1. Click submit address change to update address

2. Select which address you want displayed to the public

---

y Details

Repo 123 (ID # 3332931)

rleston Blvd - Las Vegas

Address Details

Mailing Address

Street

303 S SAHARA AVE

Building/Apt/Suite #

SUITE 2

City	State	ZIP
LAS VEGAS	NV	89103

Physical Address

Street

456 Charleston Blvd

Building/Apt/Suite #

Ste 123

City	State	ZIP
Las Vegas	NV	89147

Preferred Public Address

Physical ▽   **2**

1 Submit Address Change

Online Portal

Scrolling down the page:

1. Lists all violations and you are able to pay them online instead of mailing in payment

2. DO NOT USE this section for Renewing your license. Instructions were emailed to Qualified Agents on the renewal process

3. Please ensure the Members/Officers section properly displays the members reported to the NV Secretary of State. If changes need to be made contact our office.

Company Fines and Fees [1]

Amount Due	Due Date	Fine Type		Other Reason
$50.00	1/2/2018	Subsection 1 of NRS 648.149		I-00201-18 Failed to provide brnach office location within 10 days.
$100.00	2/22/2019	NRS 648.060		I-0018-19 -- $100 owed for working a person without a card

1 - 2 of 2 records   Show 100 records

Renewals and Other Forms [2]

No documents found

Qualifying Agents and Officers [3]

☐	QA Role	First Name		Last Name		Title or Position	Phone		Effective Date	Expiration Date
		_Paul		_Palms		Member			7/1/2018	
		_Zoe		_Zest		Member			7/1/2018	
	Repossessor	_Ryan		_Chinn		Qualifying Agent	(702) 300-...		7/1/2018	

1 - 3 of 3 records   Show 100 records

Online Portal

Scrolling down the page:

1. Company Roster: This is the list of active employees on your roster

2. Previous Employees: Displays your old staff that has since been terminated

Company Roster [1]

	First Name		Last Name		Middle		Start Date	LicenseNumber
☐	_Brenda		_Barns				5/8/2018	
	_Brenda		_Barns				1/25/2019	
	_JEREMY		_JENSON		TESTING		2/26/2019	
	_JESSICA		_JONES		_JEAN		1/27/2018	

1 - 6 of 6 records   Show 100 ∨ records

Previous Employees [2]
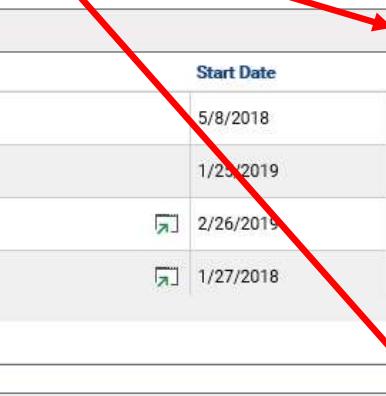
	First Name		Last Name		Middle		SSN		Start Date	End Date
☐	_Jordan		_Jamison				999-02-...		1/18/2019	1/28/
	_JEREMY		_JENSON		TESTING		987-98-...		1/25/2019	
	_JEREMY		_JENSON		TESTING		987-98-...		8/15/2018	1/25/
	_Dexter		_Morgan				222-00-...		1/23/2019	1/25/
	Test_Jeffrey		Test_Anderson				245-66-...		1/2/2019	12/21
	Test_Evan		Test_Jacobs				156-45-...		1/2/2019	1/16/

1 - 6 of 6 records   Show 100 ∨ records

Rosters

Focusing on these symbols to the right of the rosters -

Rosters

Refreshes the information only WITHIN the company roster window

Toggle filtering – allows you to search for a specific person within this window

Export to Excel- Allows you to export your entire roster to excel
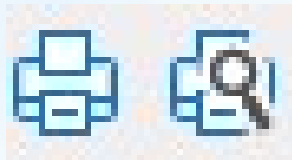
Print – Print the roster in PDF

Create Object – **How you will ADD a person to your roster**

Rosters

To add someone to your roster click ➕ (SINGLE click)

Company Roster					
☐	First Name	Last Name	Middle	Start Date	LicenseNumber
	_Brenda ↗	_Barns ↗		5/8/2018	
	_Brenda ↗	_Barns ↗		1/25/2019	
	_JEREMY ↗	_JENSON ↗	TESTING ↗	2/26/2019	
	_JESSICA ↗	_JONES ↗	_JEAN ↗	1/27/2018	

1 - 6 of 6 records   Show 100 ⌄ records

Previous Employees						
☐	First Name	Last Name	Middle	SSN	Start Date	End Date
	_Jordan ↗	_Jamison ↗		999-02-... ↗	1/18/2019	1/28/
	_JEREMY ↗	_JENSON ↗	TESTING ↗	987-98-... ↗	1/25/2019	
	_JEREMY ↗	_JENSON ↗	TESTING ↗	987-98-... ↗	8/15/2018	1/25/
	_Dexter ↗	_Morgan ↗		222-00-... ↗	1/23/2019	1/25/
	Test_Jeffrey ↗	Test_Anderson ↗		245-66-... ↗	1/2/2019	12/21
	Test_Evan ↗	Test_Jacobs ↗		156-45-... ↗	1/2/2019	1/16/

1 - 6 of 6 records   Show 100 ⌄ records

Rosters

It will open a new window that looks like this.

1. You **will not** be able to type in the person you would like to add. You **MUST** click the magnifying glass to find them.

You can use the search icon found in the First Name field to search for the person you would like to add to your roster. After you have selected an individual, enter their Start Date, then click on the Save button on the top of this window.

Employee Details

First Name	License Number	☐ Allow Company Online Access
Last Name	Expiration Date	
Middle	DOB	
Start Date*	SSN	

License Details

License Type	Provisional Issue Date
License Status	Provisional Expiration...

Rosters

It will open a new window that looks like this.

Rosters

It will open a new window that looks like this.

You can locate someone by either searching their R# or their First & last name

1. **R# Search:** Must include Dashes

2. **Name Search:** DO NOT spell out their entire name.

    Example: If you are looking for *Jessica Jones* look at the example below

    Enter the first 2 letters of the First name followed by an asterisk (*)

    Enter 3 letters of the last name followed by an asterisk (*)

ATTRIBUTES		(2) extLookupForCompanyRoster				First Name =		
First Name	=							
_J*		FIRST NAME	LAST NAME	SSN	CARD/LICENSE NUMBER	STATUS	PROVISIONAL DATE	EXPIRATION DATE
Last Name	=	_JANICE	_JONES	999-04-9999	R-2017-03323	Provisional	3/24/2017	
_JONE*		_JESSICA	_JONES	333-33-3003	R-2018-05672	Active	1/23/2019	1/23/2024
License/Card #	=							
SSN	=							

Rosters

Highlight and double click the person you are looking for

Rosters

It will bring you back to the previous page with the information populated in.

Here you can verify:

1. When their card was issued/expires

2. Firearm information – including months and when they need to renew

3. Exam information

Employee Details

First Name	License Number
_JESSICA	R-2018-05672
Last Name	Expiration Date **1**
_JONES	1/23/2024
Middle	DOB
_JEAN	3/3/1993
Start Date*	SSN
	333-33-3003

License Details

License Type	Provisional Issue Date
Work Card	1/23/2019 **1**
License Status	Provisional Expiration...
Active	4/23/2019

Firearm Eligibility **2**

Has Firearm Certificati...	☐ Not Firearm Eli
NO	
Requalification Months	Initial Certification
Renewal Date	

Security Guard Exam Details **3**

Exam Current	Test Date
Retest Date	

Rosters

1. To hire: input the date when they started with your company

2. **DO NOT CLICK THIS BUTTON** – unless you intend to give this person access to your company roster. This option is reserved for HR staff, personnel staff, etc. that make changes to your companies information and rosters.

Rosters

You can now see Jessica Jones was added to the roster

If it does not immediately populate click the refresh button.

First Name		Last Name		Middle		Start Date		LicenseNumber
_JEREMY		_JENSON		TESTING		2/26/2019		
_JESSICA		_JONES		_JEAN		1/27/2018		
_Larry		_Lawson		_Leon		1/24/2019		
ED		MCMAHON		LEO		9/10/2018		

Company Roster

1 - 4 of 4 records   Show 100 records

Rosters

If you double click on someone's name you can get more information on their card as well as terminate them

Terminating:

1. Find them on your current roster and double click their name

First Name		Last Name		Middle		Start Date		LicenseNumber
_JEREMY	↗	_JENSON	↗	TESTING	↗	2/26/2019		
_JESSICA	↗	_JONES	↗	_JEAN	↗	1/27/2018		
_Larry	↗	_Lawson	↗	_Leon	↗	1/24/2019		
ED	↗	MCMAHON	↗	LEO	↗	9/10/2018		

Company Roster

1 - 4 of 4 records

Show 100 records

Rosters

Terminating:

Scroll to the bottom of the page to find the termination area.

Rosters

You must:

1. Put a date when you know he was terminated, or the date his card expired.

    1. When someone's card expires you need to terminate them the system does not terminate them automatically

2. Either click "Termination was voluntary" or make a note

3. Click Terminate Employee

Rosters

We recommend placing a note:

- The PILB can see your notes

- Other licensees cannot see the note

- In the future all staff can see the note that was placed by your own company

Termination

If you would like to terminate this employee, please provide a termination date, then click on the Terminate Employee button.

Date Terminated

5/30/2019

☐ Termination was Voluntary

Termination Notes

Employee was terminated for sleeping on the job, he never returned uniforms

Terminate Employee

Rosters

You can now see the terminated employee was added to the terminate roster

If it does not immediately populate click the refresh button.

* Multiple entries may be displayed if you have added and terminated someone multiple times wince they had a card.

Previous Employees									S ☷ ➡ 🖶 🔍
☐	**First Name**		**Last Name**		**Middle**		**SSN**	**Start Date**	**End Date**
	_Brenda	↗	_Barns	↗			022-22-...	↗ 5/8/2018	
	_Brenda	↗	_Barns	↗			022-22-...	↗ 1/25/2019	6/5/2
	_Jordan	↗	_Jamison	↗			999-02-...	↗ 1/18/2019	1/28/
	_JEREMY	↗	_JENSON	↗	TESTING	↗	987-98-...	↗ 2/26/2019	5/30/
	_JEREMY	↗	_JENSON	↗	TESTING	↗	987-98-...	↗ 1/25/2019	
	_JEREMY	↗	_JENSON	↗	TESTING	↗	987-98-...	↗ 8/15/2018	1/25/

1 - 9 of 9 records   Show 100 ▾ records

DISCLAIMER

Below are the ONLY acceptable PILB Registered Work Cards

Before June 2018

STATE OF NEVADA
PRIVATE INVESTIGATORS
LICENSING BOARD

07/22/1968

SECURITY EXAM

_Jeremy _Jenson
R-023023
Expires: 06/04/2018

ARMED

REGISTERED EMPLOYEE

After June 2018

STATE OF NEVADA
PRIVATE INVESTIGATORS
LICENSING BOARD

APR - OCT

SECURITY EXAM

_JEREMY _JENSON
R-2018-01002
Expires: 10/30/2023

ARMED

REGISTERED EMPLOYEE

Kevin L. Ingram
EXECUTIVE DIRECTOR
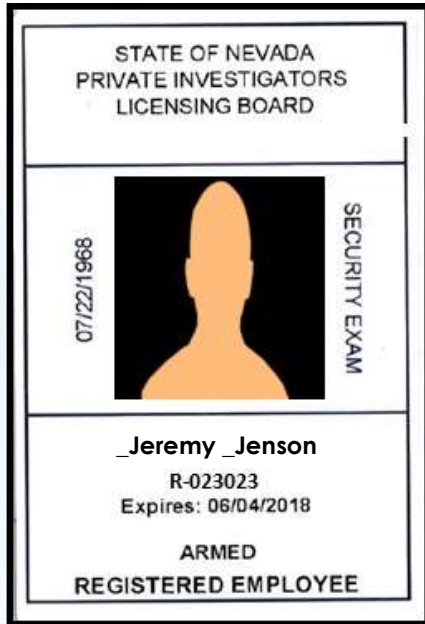
DISCLAIMER

There are 3 types of new PILB work cards

Firearm Ineligible | Unarmed | Firearm Active
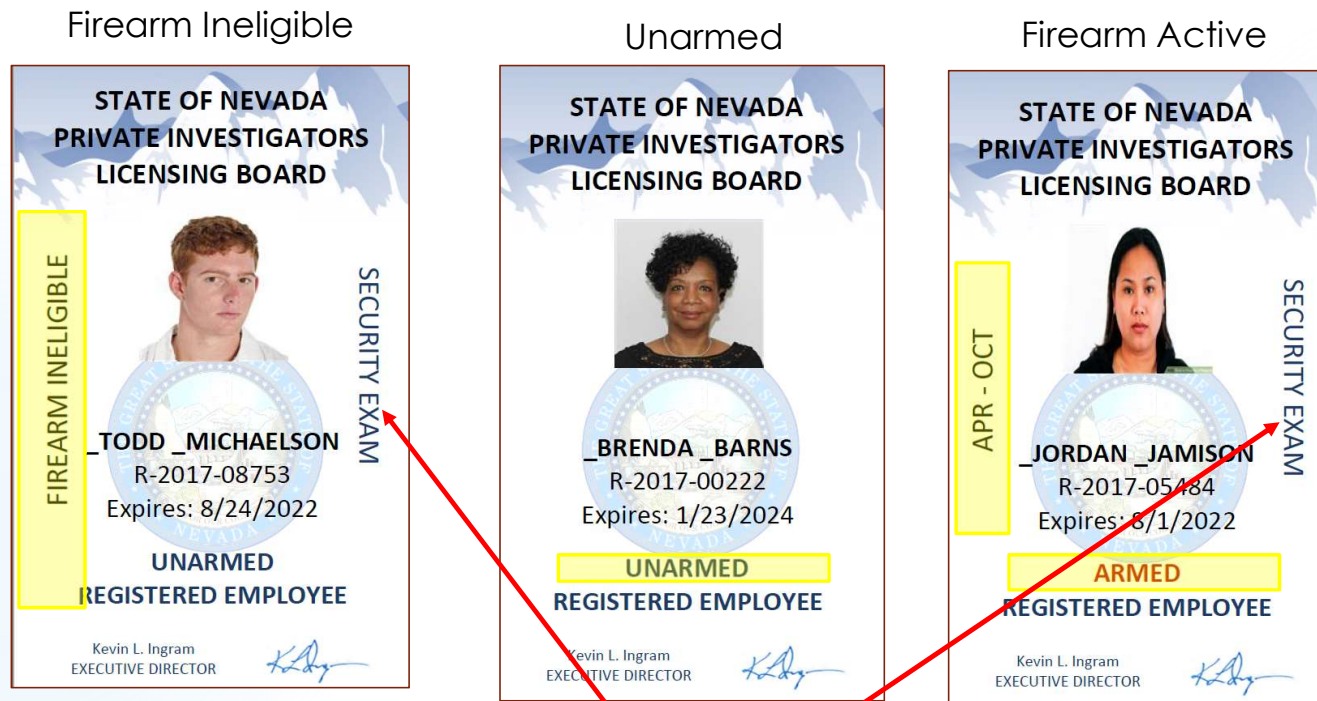
PPO Requirement

DISCLAIMER

If someone had an old card (R-6 digits) and that card has since expired, you must terminate that OLD card and add them with the new R-2018/2019 number.

Before to June 2018

Ex:

Terminate the R-023023 card
Add them as a new person to your roster with the R-2018-01002.

The dates you would use would be the LAST day they worked using old card (R-023023)
and
the start date would be the first day they worked using new card (R-2018-01002)

After to June 2018

Las Vegas Office
3110 S. Durango Dr. Suite 203
Las Vegas, NV 89117
Phone: (702) 486-3003

Carson City Office
704 W. Nye Lane Suite 203
Carson City, NV 89703
Phone: (775) 687-3223

Email: PILBinfo@ag.nv.gov